

SUSPENSE: 26 June 1998

CEHR-D (690-400a)

8 May 1998

MEMORANDUM FOR COMMANDERS/DIRECTORS, MAJOR SUBORDINATE  
COMMANDS, LABORATORIES AND FIELD OPERATING  
ACTIVITIES

SUBJECT: Federal Executive Institute (FEI) Program, FY99

1. USACE has been allocated 5 spaces in FEI's FY99 executive development program. The 4-week residential "Leadership for a Democratic Society" Program emphasizes a performance-based approach to individual development and leadership in the Federal Government. The program objective is to link individual development to improved organizational performance. The program addresses the active leadership role expected of career senior executives and the democratic values and beliefs that underpin that leadership.
2. Eligibility for FEI is limited to SES/GS-15 members. Tuition cost (which includes room, board, and materials) is \$8,900. Nominating activities are responsible for the tuition fee as well as travel and reduced per diem.
3. Class numbers, dates, and number of USACE spaces are below:

CLASS NUMBER	DATES	# OF USACE SPACES
247	31 JAN - 26 FEB 99	1
250	06 JUN - 02 JUL 99	1
251	11 JUL - 06 AUG 99	2
252	19 SEP - 15 OCT 99	1

4. MSCs should disseminate this information to their subordinate commands and set an internal suspense to ensure that applications are received by CEHR-D NLT 26 Jun 98. Applicants must provide an original and 8 copies of the following information:

a. Commander/Director Endorsements:

- > District nominations require BOTH Local and MSC Commanders' endorsements.
- > MSC nominations require MSC Commander's endorsement.
- > Lab and FOA nominations require Director's endorsement.

b. Full name.

c. Position title, series & grade.

d. Organization name.

e. Statement of interest.

f. A list of supervisory and managerial training completed within the last 5 years. Include training funded by the Government and at personal expense.

h. Preferred session number and date. List session numbers in preferred order based on the sessions listed in para 3. We will attempt to honor requests for specific program sessions, but cannot guarantee them. Applicants must be willing to attend any session assigned.

I. Last two performance appraisals.

j. Fully funded DD FORM 1556.

k. SF 181 (Race and National Origin Identification)

5. The criteria for selection are: (Benchmarks are enclosed)

- a. Past Performance
- b. Statement of Interest
- c. Training
- d. Commander's Endorsement

6. Only complete application packages will be accepted. A complete package contains an original and eight copies of the information required in para 4 above. Incomplete or late packages will not be accepted and will be returned without consideration.

7. Individuals who decline or cancel participation for any reason will be dropped from the program. They will also have to re-compete for future consideration. Please ensure applicants understand these conditions. **ADDITIONALLY, IF A SELECTEE CANCELS DURING THE TWO WEEKS PRIOR TO THE START OF THE CLASS, FEI WILL NOT ACCEPT A SUBSTITUTE AND WILL NOT GRANT A REFUND OF THE TUITION COST.**

8. Please ensure that this training opportunity is broadly publicized to ensure that eligible members are informed and given the opportunity to apply.

9. POC for this action is Barbara Brown at (202)761-0347.

FOR THE COMMANDER:

Encl

/S/  
SUSAN DUNCAN  
Director of Human Resources

CF: Training Officers/Points of Contact

RELEASED BY BARBARA BROWN (CEHR-D)

FEDERAL EXECUTIVE INSTITUTE (FEI)  
CREDITING PLAN

1. The HQUSACE Selection Panel will rate each applicant against the following factors:

	POINTS
FACTOR 1: Past Performance	20
FACTOR 2: Statement of Interest	20
FACTOR 3: Training	20
FACTOR 4: Commander/Director Endorsements	20

The maximum points each panelist can assign any applicant is 80.

2. Each factor is equally weighted. The factors allow the selection panel to measure each individual's relative need for this training based on his/her interest/need, performance, previous training and Commander's endorsement. Panel members may only award up to the maximum number of points in each category.

1. PAST PERFORMANCE (Assign points for each performance rating based on the scale shown below).

A. Rating #1:

0-----5-----10-----

B. Rating #2:

0-----5-----10-----

Success All or Excellence Up to 24% Obj	Excellence 25-50% Obj	Excellence Over 50% Obj
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## 2. STATEMENT OF INTEREST

-----0-----20-----

Training not shown to be  
relevant to current/pro-  
jected needs

Training shown  
to be relevant  
to current/  
future needs.

## 3. TRAINING

-----0-----10-----20-----

Has had basic  
Supervisory or  
project/program  
management  
training.

Has had extensive  
managerial,  
leadership,  
supervisory, or  
project/program  
management  
training, e.g.  
Senior Service  
College, Brookings  
Institution  
Courses, prior  
attendance at FEI,  
OPM Mgmt. Dev.  
Center advanced  
programs, or  
equivalent.

Has had basic  
supervisory but limited  
managerial, leadership  
or project/program  
management training,  
e.g. PME, OPM Mgmt.  
Dev. Center programs,  
AMSC, Investment in  
Excellence or  
equivalent programs.

## 4. COMMANDER/DIRECTOR ENDORSEMENTS

-----0-----20-----

Weak endorsement,  
little more than a  
transmittal.  
Describes an  
average candidate.

Very strong  
endorsement, describes  
an unusually competent  
or talented candidate.